



Lummi Indian Business Council

2665 Kwina Road · Bellingham, Washington 98226 · (360) 312-2000

'Working together as one to Preserve, Promote and Protect our Sche Lang en'

JOB ANNOUNCEMENT

JOB TITLE: Behavioral Health Clinical Director

OPEN: June 2, 2023

CLOSES: July 14, 2023

EXEMPT: Yes

JOB CODE:

SALARY: (14-15) \$52.96-\$68.51/hr. DOE

DIVISION: HHS

SHIFT: Day

DEPARTMENT: Behavioral Health

LOCATION: Tribal Administration

SUPERVISOR: General Manager

DURATION: Regular Full-Time

VACANCIES: 1

JOB SUMMARY: The Lummi Behavioral (BH) Clinical Director oversees the Mental Health, Crisis Management, Project A.W.A.R.E, WISE Programs and BH grant funded programs. The Clinical Director has overall responsibility for all clinical, operations/services to ensure that the Department is meeting the needs of the Lummi Community. The Clinical Director is also responsible for staffing, evaluation, and quality assurance. The Clinical Director ensures that all requirements necessary to meet Lummi Nation Attestation standards in relation to State and Federal licensure and accreditation is maintained. The Clinical Director also works with staff to develop and implement performance improvement plans so that documentation standards are upheld to enable billing for services and to meet audit requirements.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES include the following, and other related duties as assigned.

Clinical Direction:

1. Collaborate and determine a schedule with the Executive Medical Director regarding the integration of the BH department to provide holistic centered patient care.
2. Maintain the Behavioral Health department in line with standards as outlined by AAAHC to meet requirements as part of the overall AAAHC license awarded to the LTHC.
3. Promote and guide a Lummi Standards of Care philosophy within Behavioral Health, Crisis Management, and BH grant departments as well as with Lummi program partners.
4. Maintain BH compliance with all applicable WA State licensing and certification requirements, including keeping abreast of changes initiated by the State and implement program adjustments as needed.
5. Attest to the integrity of the BH Policy and Procedures Manual to reflect current program process and maintain compliance with applicable tribal policies, current WACs/RCWs and Attestation.
6. Work with Lummi Nation Compliance Department and Committee to develop and implement any necessary corrective action plans in responses to compliance and or clinical quality control matters.

7. Ensures the highest standards in staff job performance and training; and recruitment and separation in accordance with the LIBC Human Resources Personnel Policy which include utilization of qualified BH internship recruiting, onboarding and offboarding.
8. Participate in drafting and carrying out the BH Annual Work Plan.
9. Alongside the BH Administrative Manager, participate in the development of the annual departmental budget.
10. Responsible for the continued capacity development of mental health services which promotes the highest levels of patient quality care and access to medically necessary medication assisted treatment services.
11. Alongside the BH Quality Control Assessor, coordinate and implement continuous quality improvement plans, including but not limited to chart records, documentation standards and quality improvement protocols.
12. Confirm that EHR workflows used by BH clinicians utilize the appropriate tools to complete and meet the programmatic demands and the WA State Code requirements.
13. Develop and maintain MOAs/MOUs with Lummi program partners, schools, and services in the broader community.
14. Facilitates planning and implementation of activities to support seamless patient care referrals and access to other medical and BH programs including promoting targeted case management, care coordination and wrap around meetings for individuals and families in need.
15. Identify additional resources for clients not provided by Lummi Behavioral Health such as inpatient treatment access, referrals for psychiatric evaluations, referrals for autism and fetal alcohol assessments, and other specialized services as needed.
16. Review monthly reports from BH Clinical Manager in order to review BH clinician's active caseloads, to monitor clinician encounter rates, and to determine distribution of referrals. A database will be maintained on all referrals. This information will be compiled quarterly and provided to the Health and Human Services and to the General Manager.
17. Open and available to special projects as assigned by leadership or community need.
18. Translate BH needs into written policy recommendations, draft these into relevant communications, educate internal and external stakeholders, and as requested, provide support for LIBC leadership during consultations and meetings with external parties on BH topics.
19. When requested serve as a LIBC staff representative at local, regional, state, and national meetings, including HCA, DBHR 7.01, NSBHO, SAMHSA Block Grant, and Tribal Roundtable discussions on issues pertaining to Mental Health program services.

Clinical Supervision:

1. Manage overall demands of a large BH clinical team to include, but not limited to, stress management, workplace atmosphere, time management and monitoring of leave requests/coverage, schedule changes.
2. Responsible for Annual Performance Reviews for the BH Clinical Manager.
3. Support the BH Clinical Manager by; utilizing the electronic health record software, maintain templates/SmartPhrases, review patient records for clinical accuracy and medical necessity, and ensure charted patient case notes are submitted and completed in a timely manner for all providers of direct service.
4. Meet weekly with the BH leadership team to discuss program needs, collaboration on patient care, staffing, budgets, billing, planning, and performance issues.
5. Attend and/or co-facilitate at a minimum one group consultation/supervision meeting per month for peer focused case consultation, learning and practice development.
6. Attend and/or co-facilitate at least weekly, one all staff meeting to review and effectively communicate progress or barriers to mission critical program activities, objectives, service needs, team support and staff connections.

7. Maintain strict confidentiality in all work-related areas; process all client information activities in a confidential matter consistent with Lummi Nation's policies.

MINIMUM QUALIFICATIONS:

- Master's or Doctoral degree Psychology, Education, Counseling, Social Work, Business Administrations, Industrial/Organizational Psychology and/or Behavioral Science from an accredited college or university.
- Certified in good standing with one of the following; National Board of Certified Counselors (NBCC); or National Counselor (NCE), or National Clinical Mental Health Counselor (NCMHCE); (NASW): National Association of Social Workers, or other behavioral health credentialing body.
- Mental Health Provider Washington State Licensure (e.g., Licensed Clinical Psychologist, Licensed Mental Health Counselor, Licensed Marriage and Family Therapist, or Licensed Clinical Social Worker, etc.) or actively in process of licensing in WA State due to re-location.
- Management of a behavioral healthcare or community-based clinic setting, preferable within an American Indian and or Alaska Native community, to include:
 - Oversight of an annual budget of \$1,000,000 or more
 - Supervision of licensed MH providers
 - Practiced as a licensed provider
- Maintain current professional liability insurance, highly recommended.
- Must possess a valid Washington State Driver's license and meet eligibility requirements for tribal insurance.
- Lummi/Native American/Veteran preference policy applies.

KNOWLEDGE, ABILITIES AND SKILLS:

- Demonstrated knowledge of the State of Washington Medicaid Plan as it relates to federally recognized tribes and behavioral health services.
- Adept with common office software, including Microsoft Office TEAMS and Outlook.
- Experience with electronic health record systems such as EPIC or other similar system.
- Familiarity with clinical chart contents and documentation requirements specific to WAC's for BH program policies and services including HIPAA privacy laws and compliance best practices.
- Experience with culturally attuned tribal systems of care values, principles, and practices.
- Knowledge of current theories and practices in the areas of behavioral health treatment for children and adults including trauma informed treatment and neurobiology.
- Knowledge of psychological, physiological, behavioral, and social variables of mental health and emotional disturbance.
- Knowledge of mental health, addiction, and co-occurring disorders performance standards and treatments.
- Knowledge of historical trauma and impact in Native American communities.
- Communicate effectively both orally and in writing, including the ability to compile data and write reports that are concise and legible, as well as give presentations as needed.
- Lead a multi-disciplinary mental health team consisting of clinical supervisors, psychologists, clinical social workers, co-occurring disorders specialists, mental health providers and case managers, crisis outreach workers, peer supports as well as health information specialists.
- Skill in communication, collaboration, and problem solving with departments, colleagues, community, and partners in the community.
- Ability to deal well with people in highly emotional situations and to communicate effectively with people of all ages, and with diverse groups of people.
- Willing to travel and serve as a LIBC staff representative at training, meetings, and

- seminars as needed.
- Ability to maintain strict confidentiality at all times.
- Supportive of the organization's mission goals and adhere to program rules and policies.

REQUIREMENTS:

- Must pass pre-employment and random drug and alcohol test to be eligible for and maintain employment, as required by the LIBC Drug & Alcohol-Free Workplace Policy
- This position requires regular contact with or Control over Indian Children and is therefore subject to an extensive Criminal Background Check and CAMIS Check.

TO APPLY:

To obtain a Lummi Indian Business Council (LIBC) application go to: <https://www.lummi-nsn.gov/widgets/JobsNow.php> or request by e-mail libchr@lummi-nsn.gov. For more information contact the HR front desk (360) 312-2023. Submit LIBC application, cover letter, resume & reference letters no later than 4:30 p.m. on the closing date listed above. If listing degrees or certifications include copies. Mailing Address: 2665 Kwina Road, Bellingham, WA 98226. Human Resource Fax number: 360-380-6991.